



FOOD TRUCK VENDOR APPLICATION FORM

Application Deadline: Thursday, Sept 3, 2015, 5:00 P.M.

Food Vendors are invited to participate in the 8th Annual Chalk the Block Public Art Festival for food vending opportunities on **October 9, 10 & 11**.

THE EVENT

On October 9-11, 2015, the City of El Paso Museums and Cultural Affairs Department (MCAD) in partnership with the El Paso Community Foundation will host *Chalk the Block & Public Arts Festival* (CTB8). Chalk the Block has become an El Paso signature event that provides an opportunity for the community to experience downtown in a whole new light with amazing sidewalk chalk art competitions, live music, delicious food, an interactive Kids Zone, large scale temporary public art installations, and Pop-Up window murals on partner businesses located within or adjacent to the event footprint.

NOTE: Vending opportunities this year are October 9-11

Hours of Operation:

NEW: Friday ("Beats and Eats" Event Soft Opening), October 9: 6:00 pm – 10:00 pm

Saturday, October 10: 10:00 am – 10:00 pm

Sunday, October 11: 11:00 am – 3:00 pm

FOOD VENDOR APPLICANT INFORMATION

Applications must be **received** by **5:00 pm on Thursday, September 3, 2015**. E-mail, hand delivery, and USPS are acceptable methods of submission. Vendors will be notified and charged a nominal fee for the rented space. Vendors will be responsible for bringing all operation equipment and supplies. Spaces are limited!

FOOD CRITERIA & SELECTION In order to ensure diversity in cuisine, pricing, and menus, Chalk the Block Committee will review all applications and determine participants. The CTB Committee looks to include small local businesses that will provide a wide array of food and beverage options. Food vendors not selected will not be permitted to vend at CTB8, but will be placed on an Alternate List in the event of a cancellation. ****Please note:** Participation in the Downtown Artist and Farmers Market does NOT guarantee participation in CTB. Accepted Market vendors **MAY** be eligible for a discount pending the attendance requirement.**

- Food vendors must have all necessary mobile food permits and be in compliance with the standards set forth by the Department of Public Health. Vendors must visibly display all permits.
- All selected vendors are expected to sign and date Vendor Agreement at time fees are collected. Within two weeks of the event's completion all participating vendors must submit a CTB8 Post Event Evaluation to maintain eligibility to participate in future CTB events.
- All participants **must attend a mandatory CTB8 Food Vendor Orientation** scheduled **Monday, October 5, 2015** in the City Hall second floor Conference room at **6:00 pm**.

For further information please contact Valerie Venecia at 212-1780 or via e-mail at VeneciaVM@elpasotexas.gov

SPACE GUIDELINES

1. General Logistics

- Vendors must bring their own supplies and equipment (food, vehicles, food supplies, tables, chairs, tents, stoves, grills, electricity, water). **Access to electricity is NOT included.**
- All participants are responsible for their own cleanup. All cardboard and large scale waste must be broken down prior to disposal within the Food Court designated dumpsters.
- All trucks and trailers are required to unhitch so as to ensure maximum capacity of the Food Court space. On-site parking is prohibited.
- Although event security will be on-site during the event, vendors are responsible for assigning an individual to remain with the space at all times.
- **Patio furniture is NOT allowed.** Two designated sitting areas will be provided by the event organizers.
- Spaces will be assigned by the Vendor Coordinator. Assignments are final; **vendors may NOT reassign themselves. Booths are Non-Transferable.**
- CTB8 vendor permits must be displayed at all times. Vendors without these permits will be asked to leave immediately.

Failure to be ready for business on time and maintain full operations throughout the event may result in future ineligibility to participate. Please be advised that typically over 30,000 attend CTB annually. It is imperative that all selected food vendors be prepared to provide full menu operations throughout the entire event.

2. **NEW** Friday October 9 Logistics

Hours of Operation: 6 pm – 10 pm

Load-in will begin promptly at **12:00 pm**. All participating food truck vendors will be provided an appointment during which time the Department of Public Health inspections and parking within Food Court will take place. To ensure that load in runs in as smoothly as possible, **PLEASE BE ON TIME. ALL vendors MUST** be ready to sell by **5:30 pm**.

3. Saturday October 10 Logistics

Hours of Operation: 10 am – 10 pm

Check in and set up will begin at **8:00 a.m.** on **Saturday, October 10. ALL vendors MUST be ready to sell by 10:00 a.m.** Teardown will tentatively begin at 9:00 p.m. (times may be extended; TBD). Although the food court will be locked, overnight security is not provided; vendors are responsible for their own equipment, supplies and personal property.

4. Sunday October 11 Logistics

Check in and set up will begin promptly at **9:00 a.m. on Sunday, October 11. Everyone must be ready to sell by 11:00 a.m.** Teardown will tentatively begin at 3:00 p.m. (times may be extended). All must be cleared off the footprint by 6:00 pm.

5. NOTIFICATION & CANCELLATION

All selected vendors will be notified by September 10, 2015. No refunds will be made if the event is cancelled.

6. LOGISTICS

- Parking:** Pay to Park Available at the Mills Plaza Parking Garage and the Convention Center Parking Garage. Only the food trucks themselves are allowed to remain parked in the Food Court. No extra vehicles will be permitted inside the food vendor area during the event.
- Trash:** Vendors are responsible for removal of all trash from the vendor space and must dispose of trash properly in the appropriate city containers. Containers will be provided and volunteers will be onsite to help.

- c. **Sales Tax:** All vendors are responsible for collecting and paying Texas State Sales Tax as applicable to their product. You may obtain more information or a tax permit at the State Comptroller's web site (www.window.state.tx.us) or by calling 1-800-252-5555.

6. FEES and PERMITS

Food vendors are responsible for their food handler's permits and fees.

FOOD VENDOR FEE SCHEDULE (NON-REFUNDABLE)

\$350.00 Food Vendor Rate

\$75.00 Downtown Artist and Farmers Market (DAFM) Food Truck Vendor Rate – Vendors must be CURRENT DAFM vendors AND have participated in the Market at least 6 times within the 3 months prior to the CTB application deadline (September 3). Market Coordinator will verify attendance. PLEASE NOTE: Participation in the DAFM does NOT guarantee acceptance to CTB programming.

BOOTH FEE PAYMENT:

Booth fees are due to MCAD by 5:00 pm **Thursday, September 24, 2015**. Exact cash, checks or credit cards (Visa, Mastercard, Discover) are accepted forms of payment. Credit cards may be taken over the phone or in person at the MCAD office located at 400 W. San Antonio Ave., Suite A, El Paso, Texas 79901. ****Payment in full and Vendor Agreement signature page is required by the deadline to guarantee and confirm participation and vendor space.****

Food Vendor Application

Name: _____
Address _____ City _____ ST _____ Zip _____
Home Phone _____ Work _____ Fax _____
E-mail address _____
Tax ID Number: _____
Name of Food Truck and type of cuisine offered: _____
Food Truck Measurements: Height: _____ Width: _____ Length: _____
Description of food item(s) to be sold (must include price range): _____

ITEM	PRICE

PLEASE EMAIL THE VENDOR APPLICATION FORM, ALONG WITH IMAGES OF FOOD TRUCK AND MENU ITEMS TO VALERIE VENECIA at veneciavm@elpasotexas.gov

CTB8 2015 Food Truck Vendor Memorandum of Understanding

Thank you for your participation and support of Chalk the Block and our efforts to provide access to the arts and support of small local businesses. Your Signature reflects your commitment to this year's festivities, cooperation with our guidelines, and understanding of all that is required to participate this year.

- Load in take place by appointment beginning at 12pm on Friday, October 9. Spaces will be assigned by Food Truck Coordinator. Failure to arrive at your appointment time will result in vendor re-assignment based on availability.
- Upon entry through Main Street through South El Paso, vendors will be greeted by Food Truck Vendor Coordinator and Big Boy Concessions who will escort participants to their space and help begin inspections. Once unhitched, vehicles may exit through Oregon St. All vehicles not serving food must be off the footprint by 5:30 pm Friday, October 9.
- Electricity is not provided; all must bring their own generator or form of electricity. All extension cords must be specifically for outdoor and commercial use. Be sure to bring necessary lighting.
- Fire extinguishers are required. When in doubt, please ask.
- All must be ready for Department of Public Health Inspection by _____. All vendors are responsible for passing inspection; be sure that hot/cold running water are in operation as well as have Mobile Food Permits adequately displayed. Any vendors needing additional ice or water may refer to Big Boy Concessions for assistance. They will have water, dry/ice on site in exchange for a nominal fee.
- **Event Hours:** All must be ready for business by **5:30 pm Friday, 9:30 am Saturday, and 10:30 am Sunday.** Refer to check in schedule each day to plan adequate prep time.
 - Tear down times tentatively will begin at an hour to close each day. Vendor Coordinator will communicate with participants each evening.
- Two Food Court dining areas will be provided this year to accommodate our customers: one within the Court, the second in Cleveland Square Park. All Food Truck vendors are responsible for maintaining common area cleanliness. Volunteers will be onsite to assist you.
- All Food Trucks are responsible for removing their own trash and waste. Be sure to breakdown all cardboard and large items prior to disposing them within designated dumpsters.
- Absolutely **NO DUMPING** of water, oil, or trash is permitted within the street or the City's Green/Blue bins. All items must be disposed of at the commissary location; large bins will be provided and volunteers will be onsite to assist you as needed.
- All participating vendors must provide required fees by 5:00 pm **Thursday, September 24**
- All participating vendors must attend a **mandatory Food Vendor Orientation** scheduled **Monday, October 5 at 6pm** at City Hall in the 2nd Floor Conference Room.
- All Vendors must complete a Post Event Evaluation form within two weeks following CTB8 to maintain eligible status for future participation in MCAD events and programs.

I have read the Food Truck Vendor Memorandum of Understanding and agree to operate within the requirements and guidelines to ensure the success of Chalk the Block 8.

Food Truck Vendor Name (Truck and Owner/Manager): _____

Food Truck Vendor Signature: _____

Date: _____

Contact Information: _____